

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

SUPPORT SERVICE WORKER - 44238

Monthly Salary Range: \$2070 - \$2700

Regular Test - No Option

Option MC - Manual Communication Skills

Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: A Support Service Worker performs manual tasks within a support device function of a facility, e.g., dietary, laundry, housekeeping, clothing service, and grounds maintenance (work normally requiring moderate to heavy physical effort and the operation and simple maintenance of standard equipment and machinery); maintains simple clerical records pertaining to activities performed; and/or assists with training of lower level workers upon request of supervisor.

Desirable training and experience: Equivalent to completion of high school plus six months of experience in a support service functional area or equivalent training and experience; may require ability to perform heavy physical work.

Knowledges tested: Written instructions; Employee relations.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Option MC - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Clinton, Cook-Zone 1 (SS), Cook-Zone 2 (SS), Cook-Zone 3 (SS), Cook-Zone 4 (SS), Cook-zone 5 (SS), Kane, Kankakee, Lake, LaSalle, Livingston, Madison, Morgan (MC), Randolph, Sangamon, Schuyler, Union, Winnebago.

(MC) Indicates Manual Communication Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.